



Title: Facilities Assistant

Department: Maintenance

Classification (Status): Grade III (Non-exempt)

Immediate Supervisor: Facilities Supervisor

Position Summary:

A part-time position under the supervision of the Facilities Supervisor responsible for the maintenance and efficient operation of the Library building and grounds including furniture and equipment.

Qualifications:

- High school diploma or equivalent
- Effective written and oral communication skills
- Demonstrated maintenance work experience
- Experience with public buildings preferred
- Previous library work experience preferred

Essential Job Responsibilities:

- Ability to follow directions of Facilities Supervisor and Executive Director
- Assists in maintenance and repair of building systems and equipment including but not limited to: HVAC, electrical, plumbing, security, waste and recycling, elevator, and landscape
- Assists in maintenance and repair of building furniture and equipment
- Acts as primary contact with contractors and service companies in place of Facilities Supervisor as needed
- Maintains accurate service and repair records
- Performs maintenance related duties including but not limited to: assembly, moving, shifting, adjusting, shoveling, painting, landscaping, and plastering
- Performs cleaning related duties as needed including but not limited to: vacuuming, dusting, cleaning restrooms, trash removal, and mopping
- Ability to operate and use tools and equipment skillfully and safely
- Assists Library staff in monitoring behavior of patrons when appropriate
- Prepares program set-ups
- Must have valid State of Illinois driver's license and current car insurance
- Performs other duties as assigned

Physical Requirements:

- Frequent pushing, pulling, lifting, moving, bending, stooping, crouching and reaching
- Climbing, balancing, sitting, kneeling, crawling as needed
- Lifting up to 70 lbs.
- Ability to perform medium to heavy work as needed
- Vision for near and far

Basic Requirements for All Library Employees:

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgement at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly in the English language
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners, and copiers
- Commitment to adhering to CCS (Cooperative Computer Services) policies and procedures
- Adherence to technology competencies as determined by Administration and immediate supervisor

Adopted	
Reviewed	
Revised	